Library Services & Technology Act

FY 1998-99 - APPLICATION FORM

Organization/Institution: **South Sanpete Library Consortium**

Project Title: South Sanpete Library Consortium - Technology Project

Project Director's Name: Nadean M. Nielson

Phone: 435-283-4037   FAX: 435-283-4485   E-Mail: nadean.nielson@m.cues.k12.ut.us

Check Applicable Grant Category

For Public Libraries Only		
Basic Technology	Automation Grant	
Enhanced Integrated System	Planning Grant	Technology Grant
Enhanced Internet Connectivity	Planning Grant	Technology Grant
For All Libraries		
Community Electronic Network	Planning Grant	Technology Grant
Partnerships & Cooperative Projects	Planning Grant	Implementation Grant **X**
Improved Access to Library Services	Planning Grant / Technology Grant	Customized Service Grant

Check Funding Category

Mini-Grant (to $7,500)   No Match required

X Regular ($7,501-$74,999)   Match (25%)

Major ($75,000 and up)   Match (35%)

AMOUNT REQUESTED FOR THE TOTAL PROJECT:

Federal LSTA	$ 46,958	
Match (if required)	$ 26,322	36%
Total	$ 73,280	

South Sanpete Library Consortium - Technology Project LSTA - Feb. 10, 1998

I - Summary

Three public libraries and seven school libraries located in South Sanpete County, have joined in partnership, to form the South Sanpete Library Consortium, (SSLC). The consortium is applying for technology project funding under the LSTA RFP - Partnerships & Cooperative Projects.

Consortium members are three Public Libraries - Ephraim, Manti and Gunnison and seven Public School Libraries - Ephraim Elementary, Ephraim Middle School, Manti Elementary, Manti High School, Gunnison Elementary, Gunnison High School, and the Central Utah Academy, which is located at the Central Utah Correctional Facility, CUCF.

South Sanpete School District will act as fiscal agent for the project. The Project Director and school librarians are employed by the district and CUCF. Fiscal and program reports will be submitted as required by agencies in a complete and timely manner. Lois Sheets, MLS, represents the CUCF Library on the SSLC.

There do not appear to be any projects now in operation which correlate to the one outlined by consortium members in this proposal. The SSLC Technology Project is meant to serve as a model for other rural school districts and library systems. The collaborative nature of this project, combined with the innovative use of technology, is intended to more cost effectively deliver improved services for patrons. Given the limited resources in economically depressed rural areas, working together and sharing resources is critical.

Electronically integrated collections would enable patrons to have twenty-four hour access to consortium library catalogs through a SSLC Internet Home Page. This would especially help service the patrons with after hour and demanding schedules. By combining catalogs from multiple libraries, and adding Internet access, "sharing of resources," becomes a realistic and feasible goal.

II. Project Description

A. Needs Statement: Sanpete County, in the heart of Utah, has an estimated 1998 population of twenty-thousand citizens. Library patron rates show 61 percent of the population use their libraries. Librarians have only an average $4.63 per patron for annual expenditure for books and periodicals. There are only 29 computers, with Internet access, located in the ten consortium libraries. Twenty-nine computers are not enough to meet the needs of 12,194 patrons.

In the 1990 Census, Sanpete residents were ranked third lowest in the state for per capita personal income - $7,548. Sanpete County was designated an Enterprise Zone in 1996. Patrons have very limited or no funds for purchasing personal books/periodicals.

"Twenty-four hour a day", "readily available", and "easy access", are terms that are rarely heard in rural communities. Libraries are open an average of 35 hours per week, and have limited catalog offerings. Consortium libraries are not electronically connected to each other and their catalogues are not available through the Internet. Some of the consortium partners do not yet have their catalog holdings available on computers. It is difficult to find updated materials, because each library is limited to it's own budget.

Consortium librarians plan to work together to stretch budgets to meet the diverse patron needs of the entire South Sanpete area. Having the technology available to access public and school libraries, would open up entire worlds of literature, information and resources and continuing opportunities for life-long learning. The patrons in Sanpete, especially the children, know about advances and are requesting more sophisticated access to technology and the benefits of local enhancements.

B. PROJECT GOALS AND OBJECTIVES

The goals of this project are derived from the needs identified earlier. The school and city librarians have forged a partnership to help fulfill the diverse needs of as many patrons as their limited budgets will allow. Their vision for the future is continued collaboration and the increased utilization of technology to better serve their patrons. They have also begun to identify other partners who can help deliver library services to patrons who have difficulty accessing the libraries. The goals and objectives of the SSLC project are clearly identified in the following chart. The SSLC partners recognize that this is just the beginning of improving their services and hope that it can serve as a model for other rural systems.

Goals & Objectives:
1. Increase the accessibility to technology based services for residents of Sanpete County
   1a. Implement community based electronic library network among three city and seven school libraries.

   1b. Provide monthly training on the use of technology to library patrons.

   1c. Provide twenty-four hours per day, seven days per week access to library catalogs.

2. Promote equity of access to basic library services to enhance life-long learning opportunities.
   2a. Increase points of access to school and community library catalogs to include seventy-five percent of all school computers and home computers with Internet access.

   2b. Increase patrons' ability to access library collection by thirty percent.

3. Improve the quantity, quality, and diversity of library collections among project partner libraries
   3a. Increase collaborative activities among library partners by twenty-five percent.

   3b. Increase the representation of the culturally diverse and individuals with disabilities on community library boards by twenty percent.

   3c. Increase total library collection by twenty percent.

   3d. Increase private, individual, and business contributions to community libraries by ten percent.

All goals and objectives are related to consortium libraries long range plans. Libraries have plans which include; expanding the use of technology, increasing collections, and improving equity of access to patrons. SSLC goals support long range Division of Library Services and Department of Education goals by increasing life long learning opportunities. SSLC Project Goals I and 2, facilitate implementation of consortium libraries' technology goals and plans. Goal 3 increases points of access.

C. and D. Program/Methods Statement/Timetable:

The SSLC Technology Project will be implemented in three phases. **Phase One** includes purchasing the equipment and software and installation of the software at each library site. Consortium libraries are currently at different levels of automation and will require differing amounts of the Project Director's time to complete the installation process.

None of the libraries has the Netscape interface software. The South Sanpete School District has committed the time of the Project Director to the SSLC Technology Project. The Project Director will be working with consortium librarians and board members, during the purchasing and installation of the hardware and software needed to accomplish the project.

The majority of the funds requested from LSTA will be used during **Phase One**. Grant funds for essential software and equipment requested to support this project comprise fifty-four percent of the total implementation funds and eighty-four percent of the requested funds. The budget for site licenses for the software comprises sixteen percent of the requested funds. Funding for Phase One of the project is a one time request. Phase One will be completed during the first quarter of the grant.

Phase Two involves staff training on the Winnebago Spectrum software and implementation of the fully automated and interconnected consortium library catalogues. During Phase Two, the Project Director will train the consortium librarians using the new technology installed at their sites.

Librarians will then proceed to electronically catalog their respective collections, assisted by Snow College volunteer and Work Study student(s), VISTA Volunteer(s), and Sanpete Alternative High School Work to Career student(s). LSTA funds will be used to support limited activities in Phase Two. Library staff, students and volunteers will complete other tasks in Phase Two, without requiring additional funds. Phase Two training and cataloging will be completed during the second quarter of the grant period.

Phase Three of the project will allow patrons to access consortium libraries' catalogs from multiple points, which will increase equity of access. This will be accomplished in two ways. First, regularly scheduled technology training will be provided for patrons. This training will teach patrons how to use the Internet, locate and use the SSLC Web Page and the SSLC catalog. The SSLC Web Page/catalog will allow patrons to increase their points of access. Training will begin during the third quarter, after the libraries are fully automated and all partners' collections are electronically cataloged. No LSTA funds will be used for Phase Three. All training will be provided by the librarians at the sites.

The second part of Phase Three is the implementation of a courier service during the third and fourth quarters, to facilitate the accessibility of county library collections. Students from the Alternative High School will schedule deliveries with consortium librarians as part of a community service project. The Alternative High School has a rich history of providing community services.

E. Evaluation Statement:

The SSLC Technology Project will be evaluated on the basis of the goals and objectives outlined in this proposal. Each quarter the activities to accomplish the goals and objectives will be implemented and completed. On-going evaluation by librarians, the Project Director, school teachers and patrons, will build on successes and effective problem solving for the project. The South Sanpete Library Consortium will meet quarterly for implementation, planning, evaluation and resource sharing. Semi-annual and annual project program and fiscal reports will be completed.

A second, perhaps more important evaluation question needs to be asked: "Is this project making a difference in the communities?" The Project Director will work with South Sanpete Library Consortium members to gather information on such issues as:
*patron user rates before and after project implementation.
*new users based on technology
*new users based on establishing a courier system
*patron satisfaction
*teacher satisfaction
*librarian satisfaction
*quality of collection
*quantity of collection

The overall efficiency of the project, in terms of whether it is making a difference, will be formatively evaluated. This approach provides the opportunity to improve the system. At the same time, formative evaluation may cause new issues to emerge, such as use of E-Books on the Internet.

The computer software, which will be used to fully automate consortium libraries, has a management system which can track most of the necessary data pertaining to user rates, new users and quantity of collection use.

Patron, librarian and teacher satisfaction surveys will also be conducted at regular intervals. These surveys will attempt to understand level of satisfaction, with all aspects of the newly implemented system. These surveys will include training quality, quantity and quality of consortium collections and the ease of access.

F. Community Support Statement:

The planning for this grant proposal was a collaborative effort by the South Sanpete public librarians, school librarians, library board members, education administrators and staff, patrons and parents.

Preparation of this proposal began in January, when a meeting of ten librarians and school administrators and staff was held. The LSTA RFP was reviewed and several options were discussed. A Project Director and grant writing committee were identified. The public librarians were asked to advise their respective board members of the SSLC - Technology Project, to build commitment and support from partners. The South Sanpete School District Superintendent, Dr. Lewis Mullins, was also contacted and informed during January. School librarians have communicated with their principals about project goals and objectives and to assess the needs of their site.

The grant writing committee met several other times with consortium librarians to acquire information concerning technology and overall needs of the patrons in the county. Consortium members have received regular information concerning the direction and status of the proposal to encourage and ensure their input. Letters of support and commitment are attached.

G. Future Funding Statement:

The SSLC Technology Project is a one-time request for LSTA funds. Once the software and hardware are installed and the librarians are trained, the South Sanpete Library Consortium will provide the benefits to patrons.

III. PROPOSED PROJECT BUDGET

Please provide information where applicable and divide your proposed budget into the following categories. Be specific items for expenditure of funds. (Revisions are possible and require submitting formal paperwork and State Library Divisi revision is necessary, remember that your application for LSTA funds was successful because of the needs identified in t and proposed budget. Revisions require an indication of why the change is desired, why other funds can't be used, and sp amounts.)

Category	LSTA Funds	Local Funds	Other*
A. Personnel Expenses:			
Salaries and Wages	_____	$ 4,640	_____
Employee Benefits	_____	$ 4,640	_____
SUBTOTAL			
B. Operating Expenses:			

Travel	_____	_____	_____
Training	_____	$ 475 ___	_____
Materials/Supplies	_____	_____	_____
Contracted Services	$ 2,440	$ 2,670	_____
Other	_____	_____	_____
SUBTOTAL	$ 2,440	$ 3,145	_____

C. Equipment & Capital Outlay Expenses:

Computer Hardware	$18,180	$ 2,295	_____
Computer Software	$26,338	$16,242	_____
Other	_____	_____	_____
SUBTOTAL	$44,518	$18,537	_____

D. Other, Specify below

SUBTOTAL	_____	_____	_____

E. Percentage of Matching funds:

SUBTOTAL		36%	_____

TOTALS	$46,958	$26,322	_____

IV. DETAILS: PROPOSED PROJECT BUDGET DESCRIPTION

A. PERSONNEL EXPENSES:

Salaries will be paid of personnel currently employed by the District that will be setting up both the hardware and software.

Two sites will require a greater time involvement since they are not presently automated. One site also requires additional funds to change automation software to Winnebago Spectrum.

B. OPERATING EXPENSES:

Training - All librarians will have some inservice training on how the Winnebago Spectrum software functions. In turn they will help to train other staff - then patrons.

Funds will also be spent to convert Manti High School's marc records.

Winnebago Specialists will guide us from initial program installation to daily use. Winnebago Customer Support Service includes convenient contact hours, prompt service and free updates.

C. EQUIPMENT/CAPITAL OUTLAY:

Hardware - A computer/printer with power back-up and a Laser Barcode Reader will be purchased for each site. All sites presently have computers that will be used as card catalog stations as they are too old to handle the new circulation software. A network is setup and currently running at each site. This will make is so that any computer at the sites may access the catalog and/or reserve books.

The following software programs will be purchased for each site:
Server Software, Librarians Circ/Cat, Clients Catalog, Network License

Each site has different upgrade needs and are at different stages of automation.

Three Fastcat Programs will be purchased to facilitate obtaining marc records for current collections.

D. OTHER EXPENSES: (Please specify)